

UNITED STATES DEPARTMENT OF AGRICULTURE

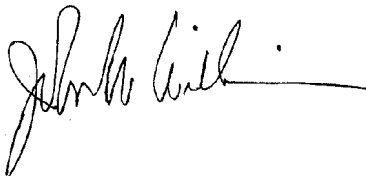
Farm Service Agency
Washington, DC 20250

Notice AS-2000

For: State and County Offices

Records Management Review

Approved by: Acting Deputy Administrator, Management



1 Overview

A

Introduction

MSD, Records and Reports Team is planning to revise 25-AS to:

- incorporate new program requirements
- remove obsolete material
- provide disposition instructions for diskettes and tapes
- update administrative guides to reflect organizational changes in functions
- include new guidelines, if any, from the National Archives and Records Administration
- research the feasibility of reducing retention requirements, where appropriate.

To assist in compiling the revision to 25-AS, comments and recommendations from State and County Offices are needed so that all concerns are considered.

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Disposal Date

April 1, 2000

Distribution

State Offices; State Offices relay to County Offices

Notice AS-2000

1 Overview (Continued)

B

Purpose

This notice:

- informs State and County Offices of the records management review currently underway
 - informs State and County Offices of the records clean-up scheduled for mid-year 2000
 - requests comments or recommendations from State and County Offices on retention requirements for records maintained in offices.
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C

Contact

Contact Clarice Crumb at 202-690-1560 for questions about this notice.

2 Review, Records Clean-Up, and Reporting Requirements

A

Review

MSD, Records and Reports Team will be reviewing:

- program regulations to ensure that all forms and reports required are included in the file plan
- all current agency disposition schedules to ensure compliance with oversight agencies' requirements
- comments and recommendations from State and County Offices.

After completing the review, the Records and Reports Team will start revising 25-AS. The revised 25-AS will be:

- more comprehensive
 - user-friendly
 - the tool to lead to an improved records management program.
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2 Review, Records Clean-Up, and Reporting Requirements (Continued)

B **Records** **Clean-Up**

MSD, Records and Reports Team will:

- require State and County Offices to conduct a records clean-up by mid-year 2000 to make room for FY 2001 files
- identify all records, including diskettes and tapes, that are eligible for disposal.

Note: Specific procedures for the records clean-up project will be issued by March 2000.

C **Reporting** **Requirements**

County Offices shall list their concerns or recommendations about records in memorandum format and forward them to the State Office by January 31, 2000.

State Offices shall forward consolidated recommendations by February 8, 2000, to:

Attention: Clarice Crumb
USDA, FSA, MSD, IMB, Records and Reports Team
STOP 0566
1400 Independence Ave.
Washington, DC 20250-0566.
